

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division

DATE: 11 March 1955

FROM : Chief, Records Systems Branch

SUBJECT: Comments on Proposed Records Management Division  
Regulation  Draft 2/7/55

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1. I feel that the wording of Paragraph 3b of the proposed Division regulation limits activities of the Records Systems Branch to filing and mail handling, and suggest that it be revised.

2. "Documentation" of records as used in Public Law 754 is a very broad term covering the whole field of records management, whereas it is used in Paragraph 3a of the proposed Division regulation in a very limited sense.

3. It is suggested that the following three paragraphs be substituted for the present Paragraphs 3a and 3b.

a. "There shall be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities."

b. Uniform standards shall be developed and installed to ensure the most efficient and economical creation of records and prevent the creation of nonessential records. The techniques to be applied in this area include controlling and improving forms, reports and correspondence.

c. Provisions should be made for the efficient and economical maintenance and use of current records through continuing analysis and improvement of record systems, equipment and supplies.



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